

Welcome to the Tennessee Department of Human Resources' on-line course. The purpose of this introduction is to demonstrate how to use your web-based learning system. Taking the time to follow this demonstration will actually save you time in the long run by helping you understand the process to follow in the Edison system.

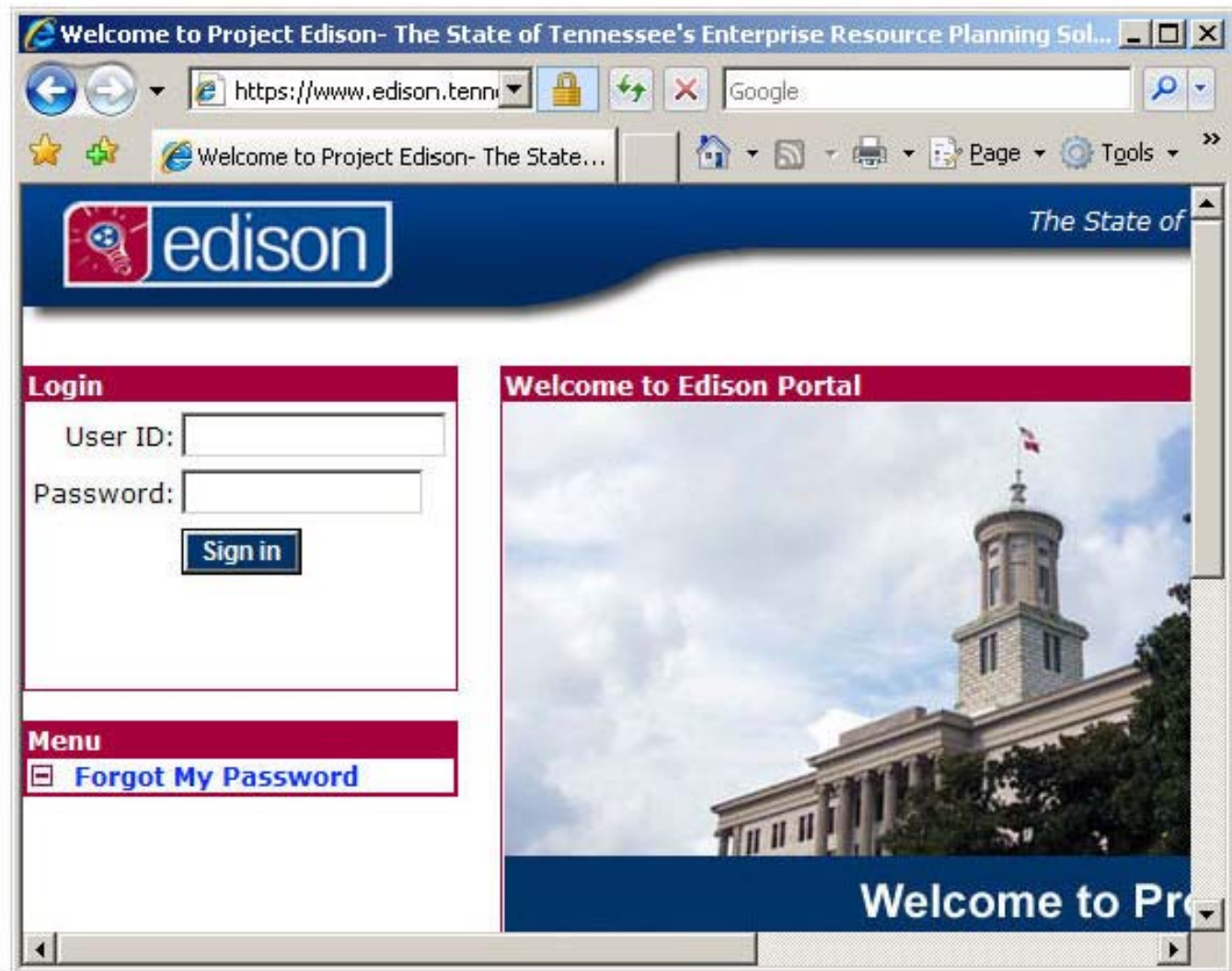


The next pages describe the process and allow you to view sample screens. To move through the tutorial, just click the **Next** button on each page. Remember, you will not be interacting with the sample screens.

To begin, please select the **Next** button **(or Alt-Right Arrow)**, which is located in the bottom right-hand corner of the screen.

Enrolling in an On-line Course

Our web-based training is located through Edison. Type your own Edison User ID and password, then select the Sign in button.



The screenshot shows a web browser window with the title "Welcome to Project Edison- The State of Tennessee's Enterprise Resource Planning Sol...". The address bar shows "https://www.edison.tenn...". The page features a blue header with the "edison" logo and the text "The State of". Below the header, there is a "Login" section with fields for "User ID:" and "Password:", and a "Sign in" button. To the right of the login section is a "Welcome to Edison Portal" section with a large image of the Tennessee State Capitol building. Below the login section is a "Menu" section with a link for "Forgot My Password". The bottom of the page has a blue banner with the text "Welcome to Pro".

edison

The State of

Login

User ID:

Password:

Sign in

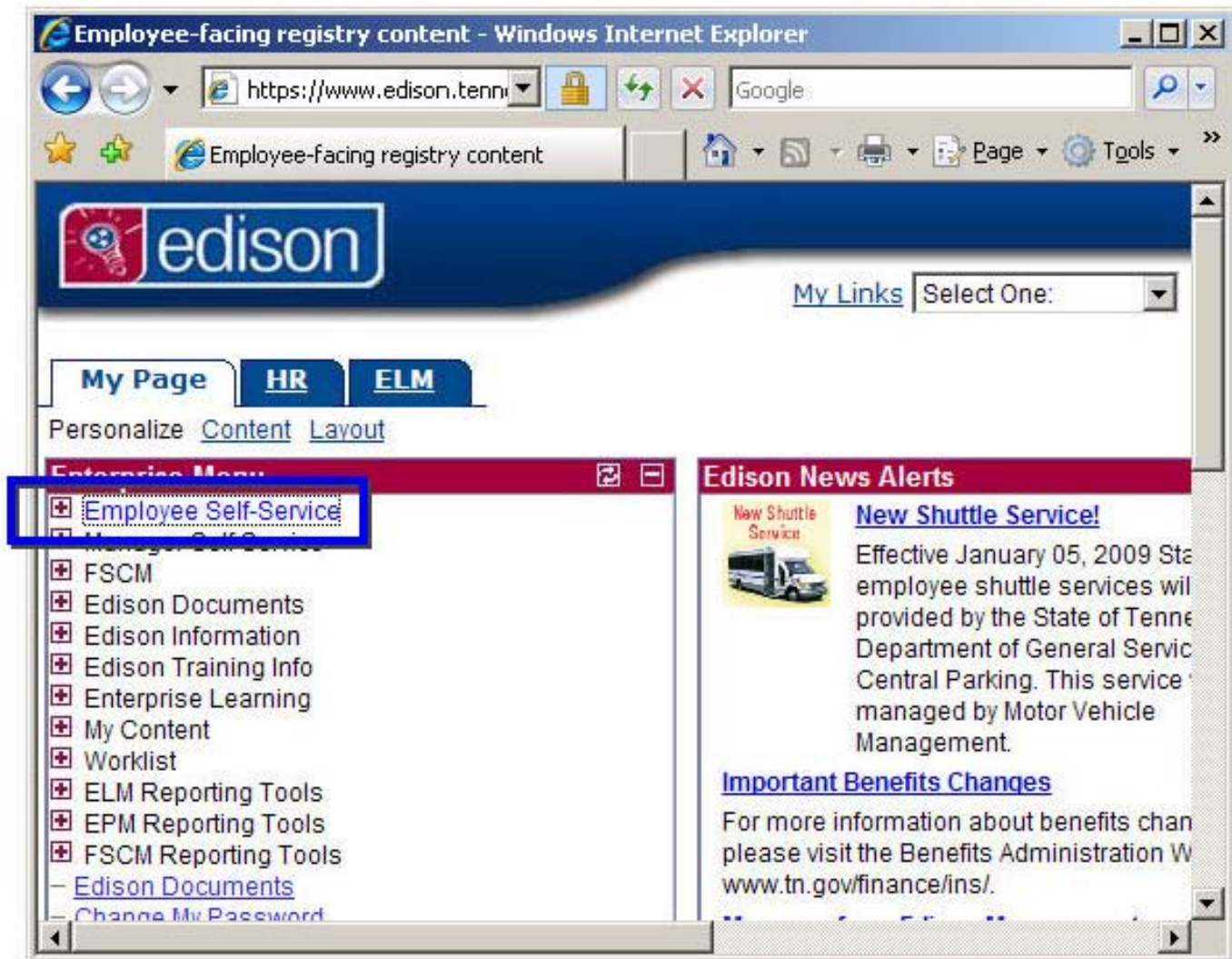
Welcome to Edison Portal

Menu

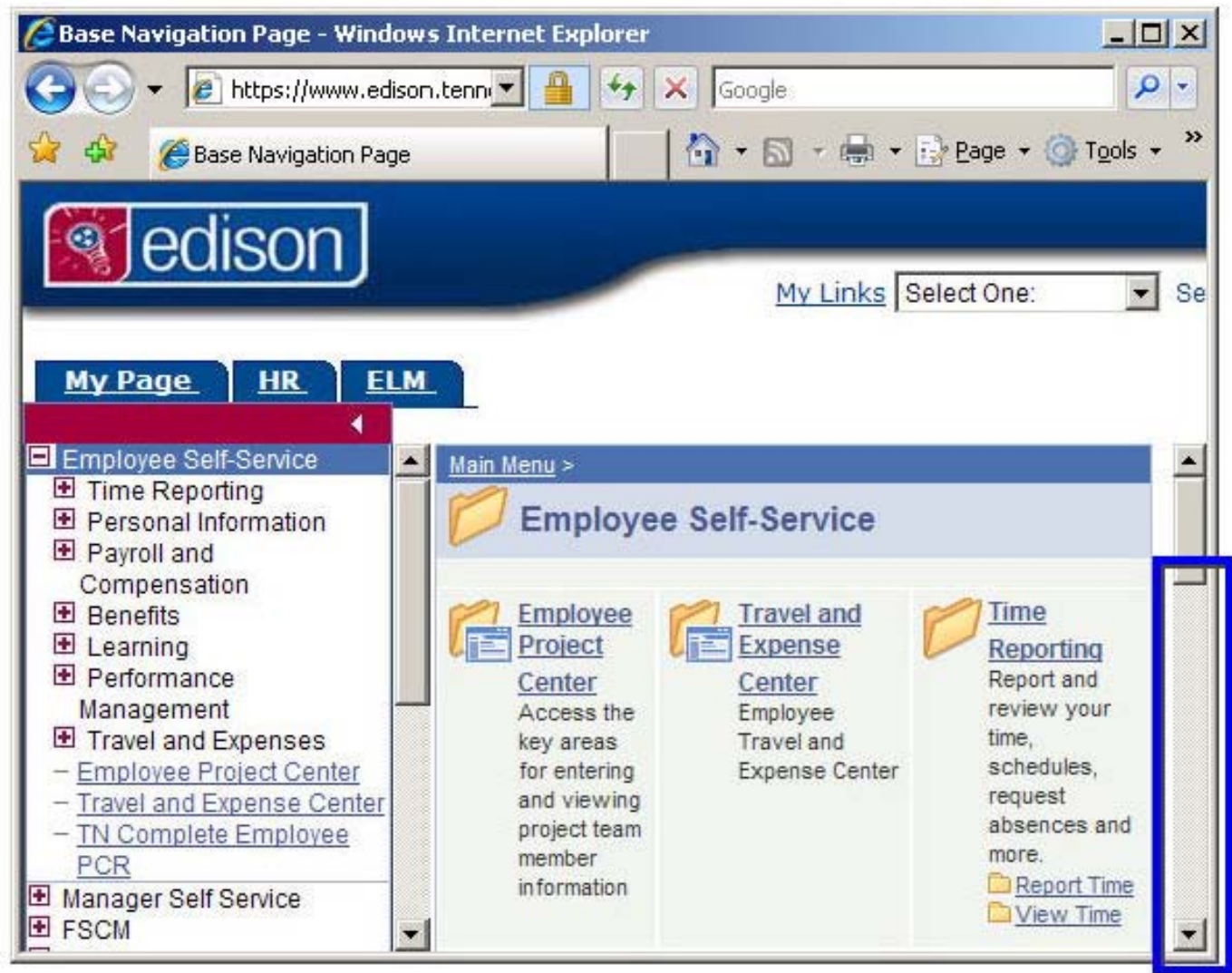
[Forgot My Password](#)

Welcome to Pro

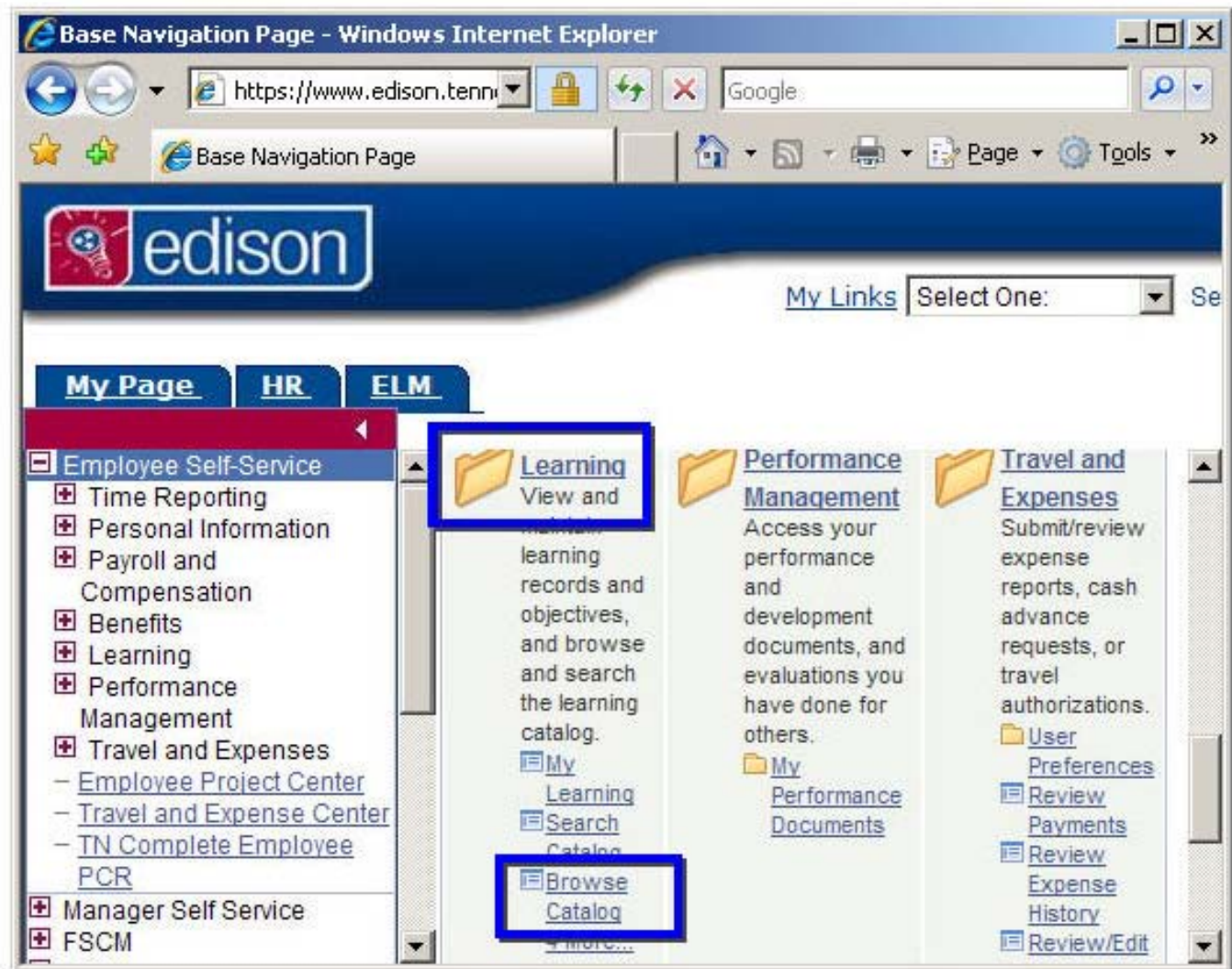
Select Employee Self-Service.



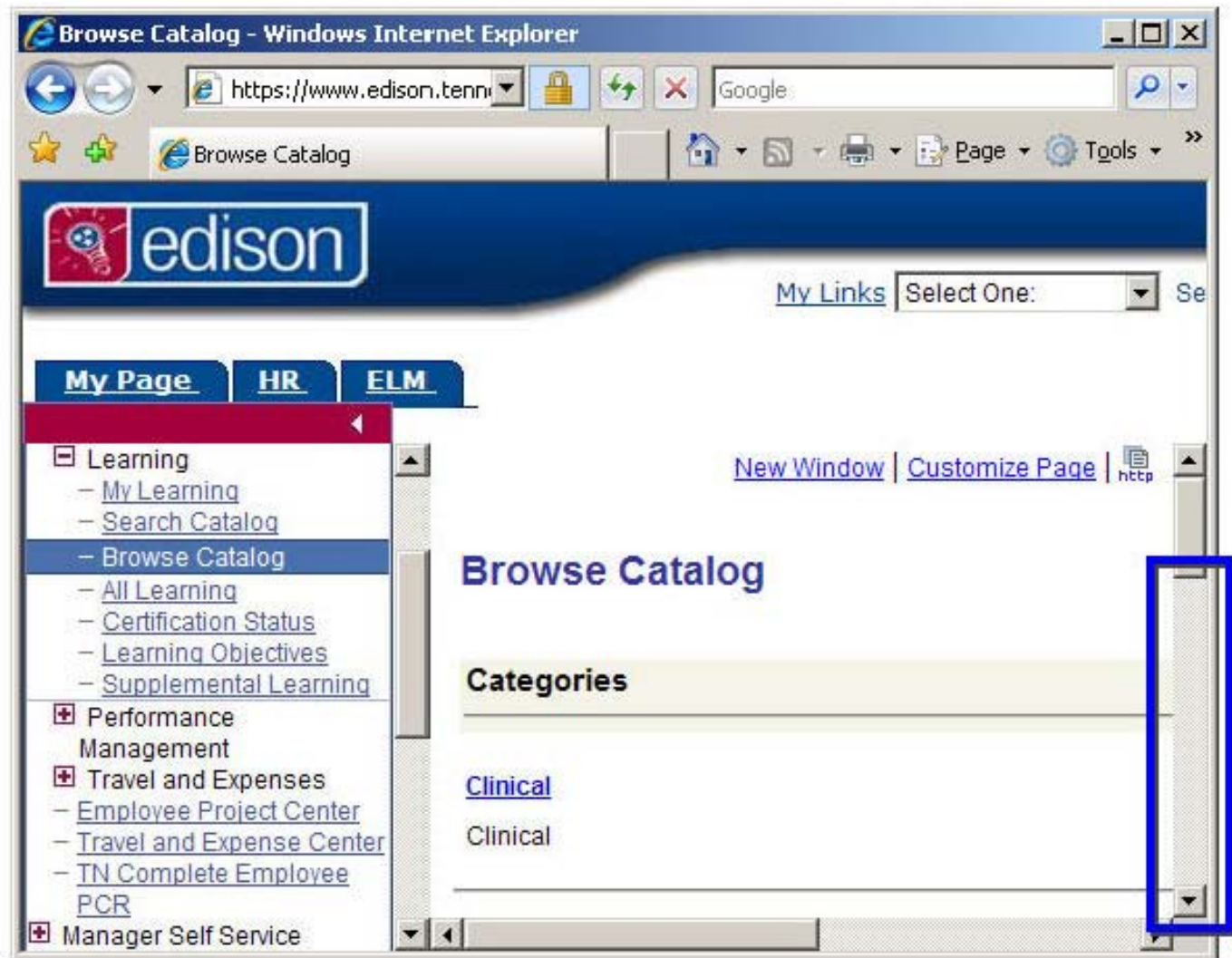
You need to find Learning on the right side of the page. In this case, scrolling down the page is required.



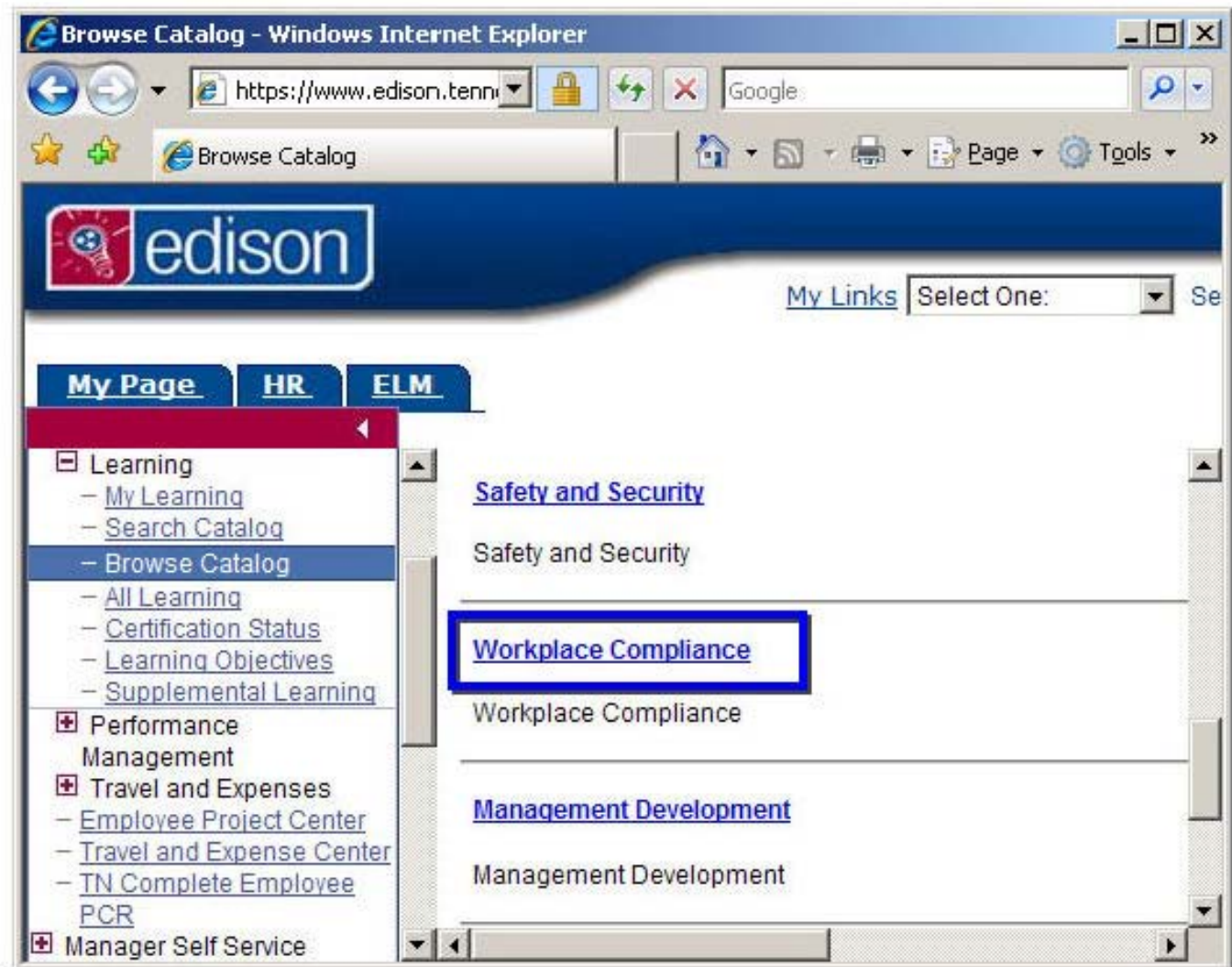
Under Learning,
select Browse
Catalog.



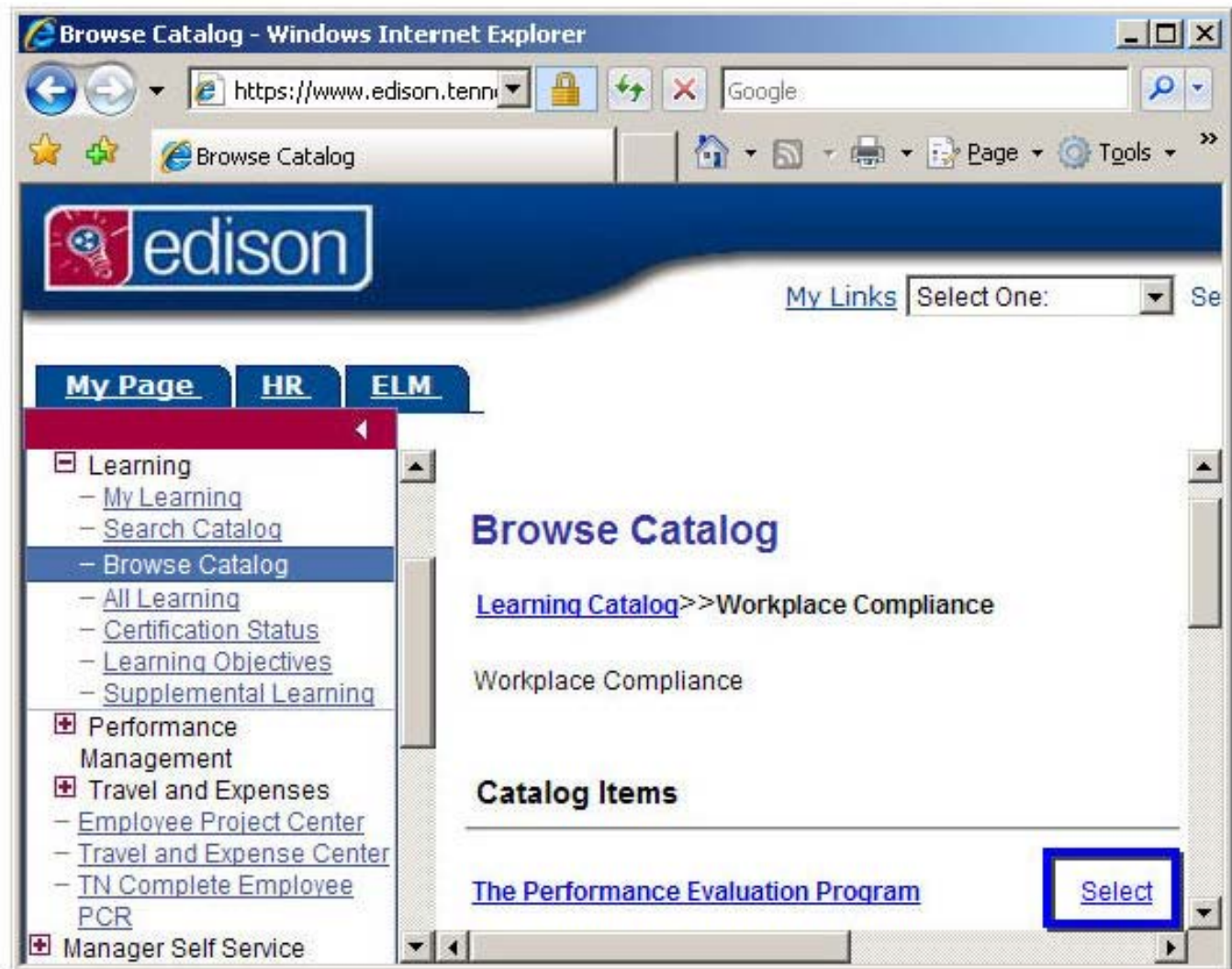
Scroll down to
Workplace
Compliance.



Select Workplace Compliance.



Click Select to the right of the title of the course.



Notice that you are now on the course description page.

The Enroll button can be found on the right and in the table. Scroll to the right and down as necessary.

edison

My Links Select One: Se

My Page **HR** **ELM**

Learning

- [My Learning](#)
- [Search Catalog](#)
- [Browse Catalog](#)
- [All Learning](#)
- [Certification Status](#)
- [Learning Objectives](#)
- [Supplemental Learning](#)

Performance Management

- [Employee Project Center](#)
- [Travel and Expense Center](#)
- [TN Complete Employee PCR](#)

Travel and Expenses

- [Employee Project Center](#)
- [Travel and Expense Center](#)
- [TN Complete Employee PCR](#)

Manager Self Service

The Performance Evaluation Program

Description:

The table below shows the different delivery options and start dates for the Performance Evaluation Program. You can view the complete activity details by clicking on the activity by clicking the Enroll button or bookmark the activity details page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be completed at any time.

Activity Options for The Performance Evaluation Program

Activity Code	Type	Start Date	Price
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Click the Enroll button.

Browse Catalog - Windows Internet Explorer

https://www.edison.tenn... Google

edison

My Links Select One: Se

My Page HR ELM

- Learning
 - My Learning
 - Search Catalog
 - Browse Catalog
 - All Learning
 - Certification Status
 - Learning Objectives
 - Supplemental Learning
- Performance Management
 - Travel and Expenses
 - Employee Project Center
 - Travel and Expense Center
 - TN Complete Employee PCR
- Manager Self Service

delivery options and start dates for The Performance Evaluation activity details by clicking the View Details link. You can enroll in or bookmark the activity to view later in your Planned Learning 1.

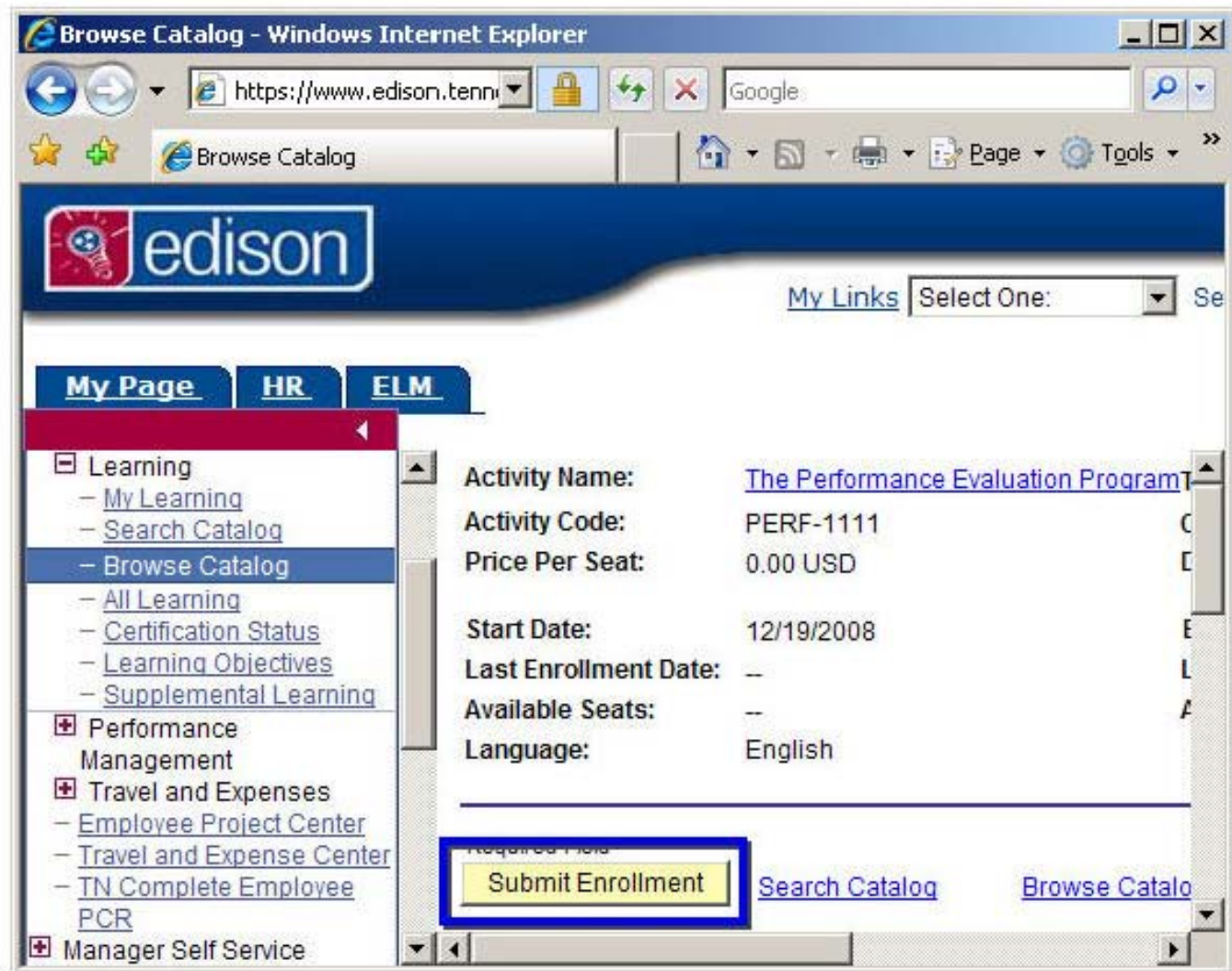
pecified Start Date can be taken at any time.

The Evaluation Program

Date	Price		Add to Plan
2008	0.00 USD	View Details	Enroll Add to Plan

[Previous Page](#) [Contact Us](#)

Next, click the Submit Enrollment button.



Waiting on Approvals

After you have submitted your enrollment, Edison will send your enrollment request to your manager or supervisor for approval. Once all approvals are complete, you will be enrolled.

At this time, Edison is not sending any notification to the manager or supervisor that approval is waiting. You might be able to speed up the approval process by sending a friendly message (email or phone call) to your manager or supervisor to let him/her know you have submitted enrollment for a web-based course in Edison and that s/he will have to approve it inside Edison.

Once the approval process is complete, you will receive an email notifying you that you are enrolled. These notification emails are being sent each evening and not at the time of approval.



The State of Tennessee's Enterprise Resource Planning Solution

You will need to log back into Edison, go to Employee Self-Service, find the Learning area, and click on My Learning.

When you want to access web-based training from Edison, you should start by clicking on the name of the course.

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

My Links Select One: Se

My Page **HR** **ELM**

My Learning

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

- Employee Project Center
- Travel and Expense Center
- TN Complete Employee PCR

Manager Self Service

Search Learning Catalog

Select Search Category: **Activities** [Catalog Items](#) [Prog](#)

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#)

My Learning Activities

Title	Type	Status
Performance Evaluation	Web Based Training	Enrolled

As you scroll down the course page, you will see a list under Activity Syllabus. Any available activities will have Launch to the right of them.

Click Launch.

The screenshot shows a web browser window titled "My Learning - Windows Internet Explorer". The address bar displays "https://www.edison.tenn...". The page features a blue header with the "edison" logo and a "My Links" dropdown menu. Below the header, there are three tabs: "My Page", "HR", and "ELM". The "My Page" tab is active, showing a sidebar with a list of links including "Learning", "Performance Management", "Travel and Expenses", and "Manager Self Service". The "Learning" link is expanded, showing a list of sub-links: "My Learning", "Search Catalog", "Browse Catalog", "All Learning", "Certification Status", "Learning Objectives", and "Supplemental Learning". The main content area is titled "Activity Syllabus" and contains the following text: "You must complete this activity by" and "To receive credit for this activity you must complete all required". Below this, there are two numbered items: "1 Pre-assessment" and "2 Performance Evaluation Is Important". Each item is followed by the text "Required Web-based" and "Progress: Not Attempted". A blue "Launch" button is visible next to the first item.

My Learning - Windows Internet Explorer

https://www.edison.tenn...

Google

My Learning

edison

My Links Select One: Se

My Page HR ELM

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

Travel and Expenses

- Employee Project Center
- Travel and Expense Center
- TN Complete Employee PCR

Manager Self Service

Activity Syllabus

You must complete this activity by

To receive credit for this activity you must complete all required

1 [Pre-assessment](#) [Launch](#)

Required Web-based

Progress: Not Attempted

2 [Performance Evaluation Is Important](#)

Required Web-based

Select Launch to the right of the title of the activity.

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

edison

My Links Select One: Se

My Page HR ELM

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

Travel and Expenses

- Employee Project Center
- Travel and Expense Center
- TN Complete Employee PCR

Manager Self Service

Component Name: Pre-assessment

Activity: The Performance Evaluation Program

Table Of Contents

Title	Status	Score
Pre-assessment	Not Attempted	Launch

[Return To Activity Progress](#)

This security information will occur each time you re-start or start a new module. Click Yes.

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

edison

My Links Select One: Se

My Page

- Learning
 - My Learning
 - Search Catalog
 - Browse Catalog
 - All Learning
 - Certification Sta
 - Learning Objec
 - Supplemental Learning
- Performance Management
- Travel and Expenses
 - Employee Project Center
 - Travel and Expense Center
 - TN Complete Employee PCR
- Manager Self Service

Security Information

This page contains both secure and nonsecure items.

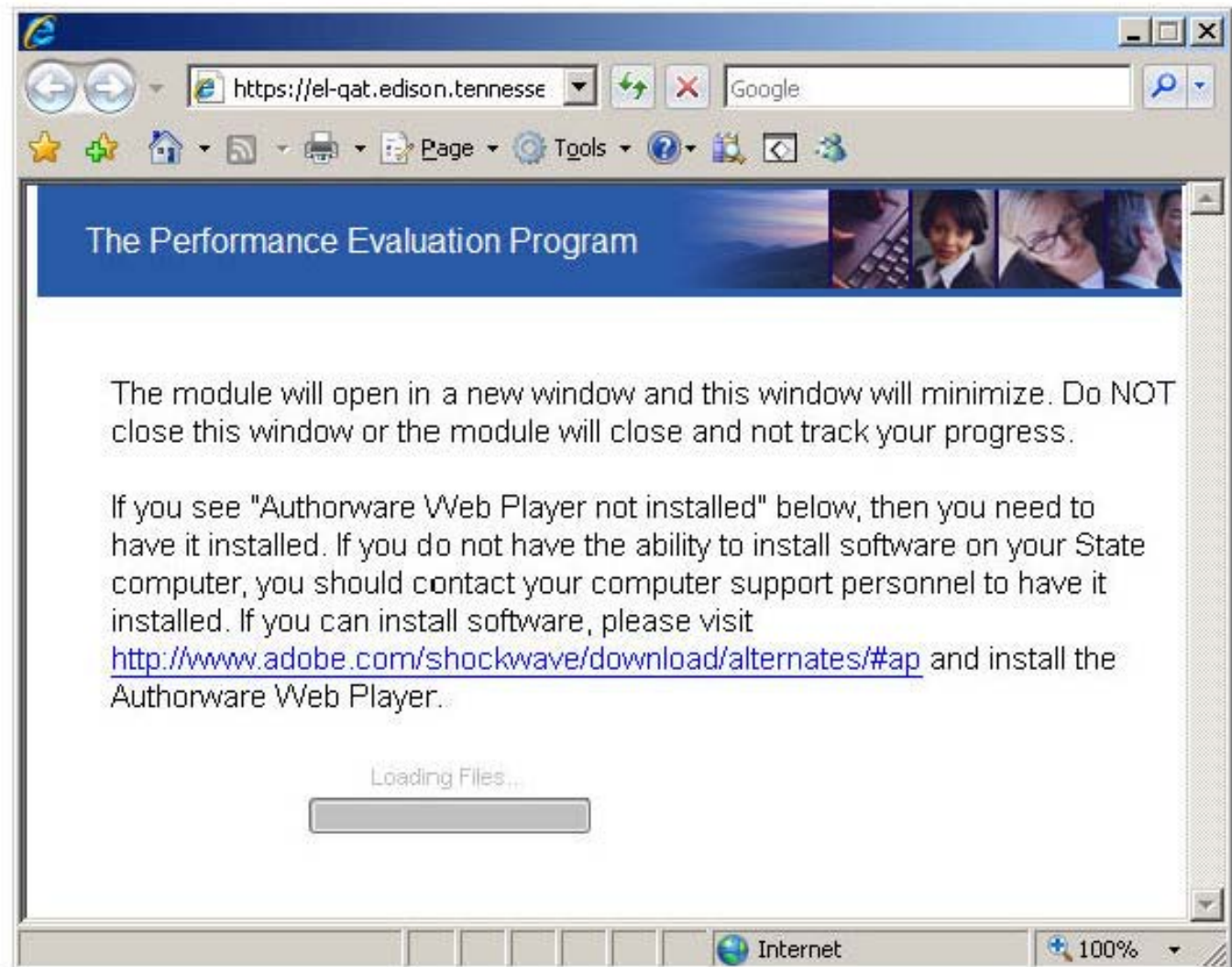
Do you want to display the nonsecure items?

Table Of Contents

Title	Status	Score
Pre-assessment	Not Attempted	Launch

[Return To Activity Progress](#)

This screen will pop up every time a module is launched, to inform you that it has to load. Give it a few seconds to load, and then the lesson will open and you can begin.



Automatic Timeout Feature of Edison

A feature of Edison is that it is automatically set to time out after 30 minutes of inactivity. You will be sent a timeout warning requesting you to click OK to prevent Edison and, thus, the on-line course from closing.

If you click OK, Edison, as well as your course, will not close. If not, Edison and your course will automatically close shortly.



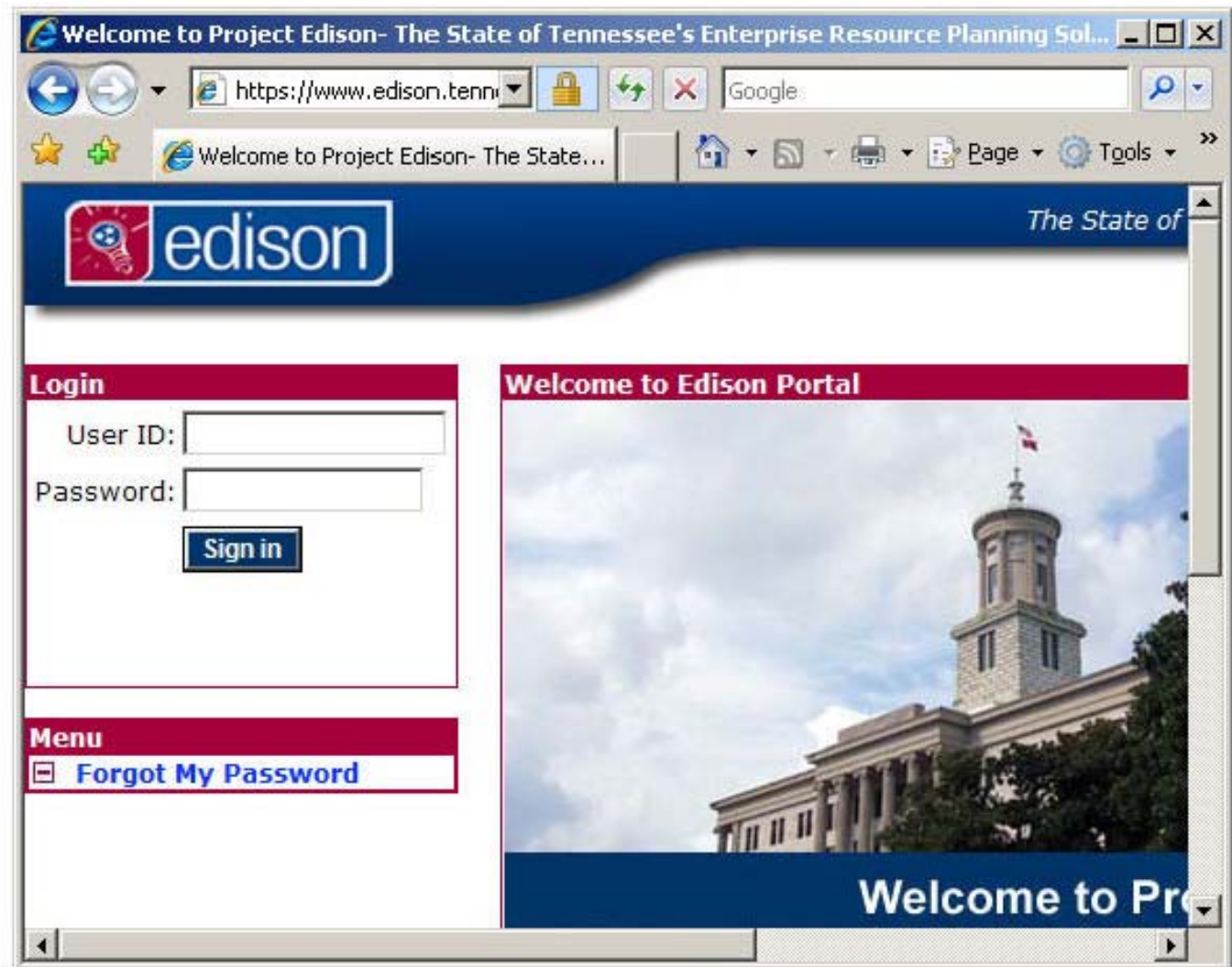
Re-Entering Edison to Continue Working on an On-line Course

If you have been timed out of the online course, or you want to continue working on the course after you have logged out, here are the steps for you to follow:



Entering Edison

Type your own Edison User ID and password, then select the Sign in button.



The screenshot shows a web browser window with the title "Welcome to Project Edison- The State of Tennessee's Enterprise Resource Planning Sol...". The address bar shows "https://www.edison.tenn...". The page features a blue header with the "edison" logo and "The State of" text. Below the header, there is a "Login" section with input fields for "User ID:" and "Password:", and a "Sign in" button. To the right of the login section is a "Welcome to Edison Portal" section with a large image of the Tennessee State Capitol building. At the bottom of the login section, there is a "Menu" with a link for "Forgot My Password".

Welcome to Project Edison- The State of Tennessee's Enterprise Resource Planning Sol...

<https://www.edison.tenn...> Google

edison The State of

Login

User ID:

Password:

Sign in

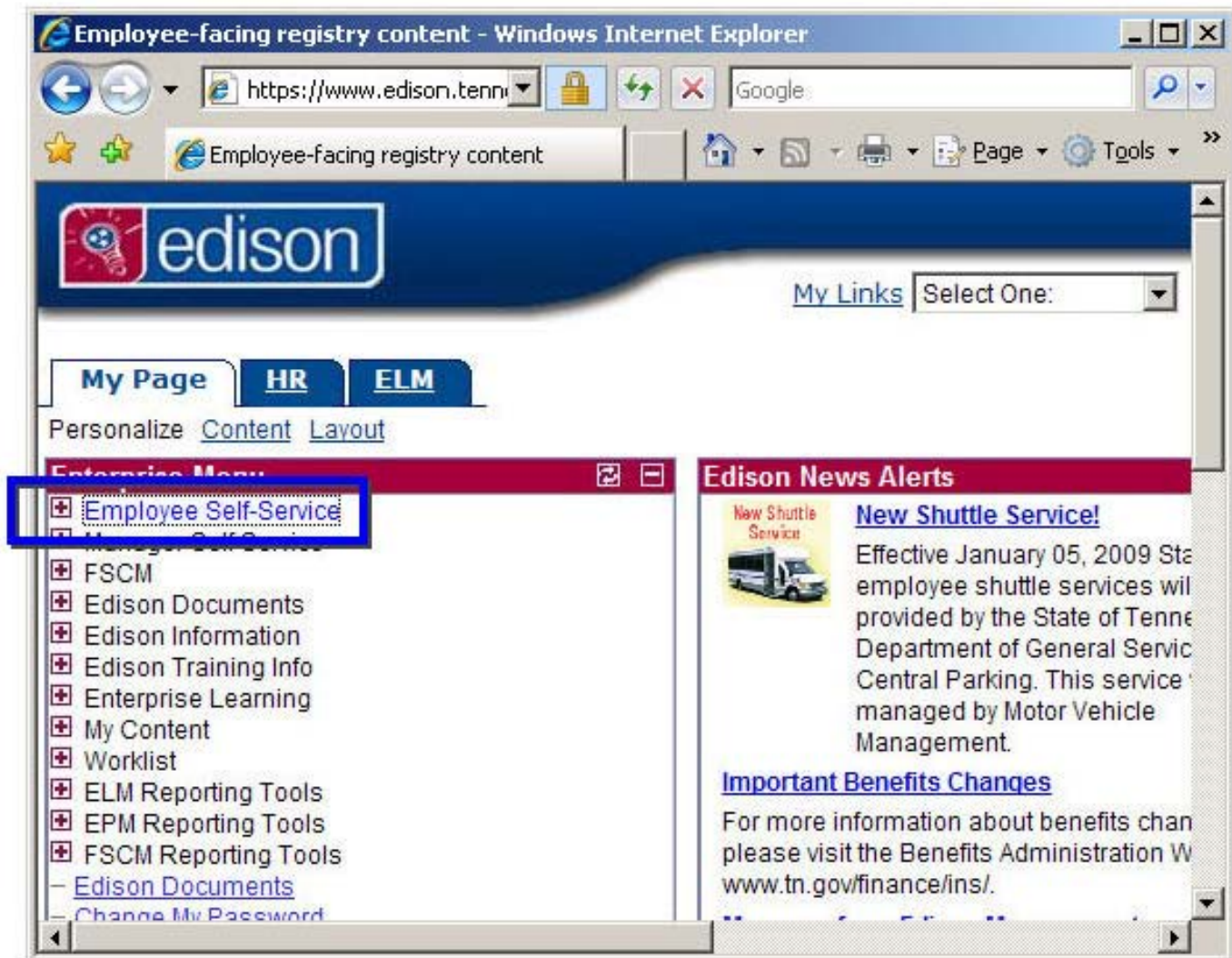
Welcome to Edison Portal

Menu

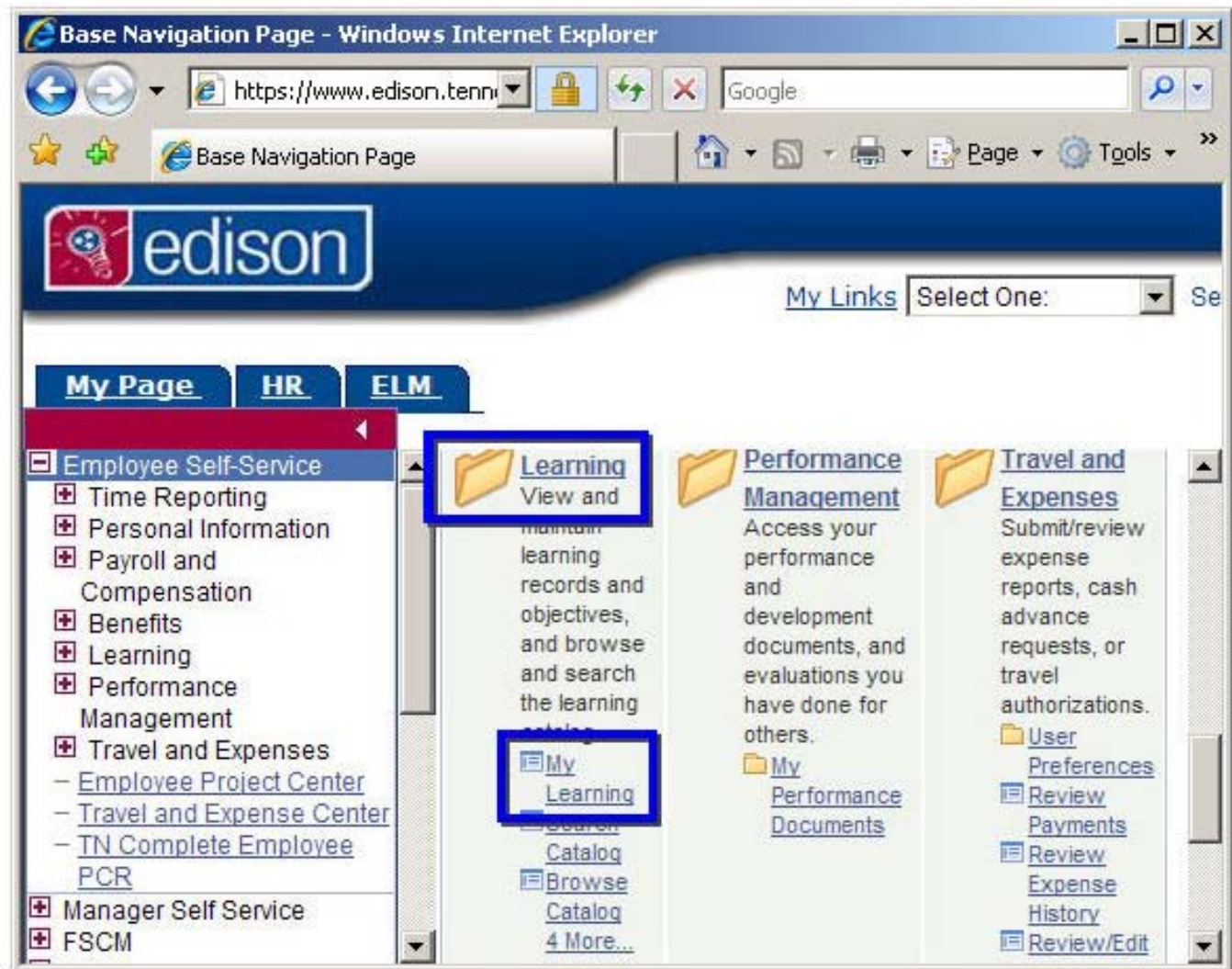
[Forgot My Password](#)

Welcome to Pro

Select Employee
Self-Service.



Find Learning and below it, select My Learning.



Click the course name you want to continue.

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

edison

My Links Select One: Se

My Page **HR** **ELM**

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

- Travel and Expenses
- Employee Project Center
- Travel and Expense Center
- TN Complete Employee PCR

Manager Self Service

My Learning

Search Learning Catalog

Select Search Category: **Activities** [Catalog Items](#) [Prog](#)

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Request New Learnin](#)

My Learning Activities

Title	Type	Status
Performance Evaluation	Web Based Training	In-Progr

Click the Re-Launch link next to the incomplete module you want to finish or the next module to begin.

The screenshot shows a web browser window titled "My Learning - Windows Internet Explorer". The address bar displays "https://www.edison.tenn...". The page features a blue header with the "edison" logo and a "My Links" dropdown menu. Below the header, there are three tabs: "My Page", "HR", and "ELM". The "My Page" tab is active, showing a sidebar menu with the following items:

- Learning
 - My Learning
 - Search Catalog
 - Browse Catalog
 - All Learning
 - Certification Status
 - Learning Objectives
 - Supplemental Learning
- Performance Management
- Travel and Expenses
 - Employee Project Center
 - Travel and Expense Center
 - TN Complete Employee PCR
- Manager Self Service

The main content area displays the "Activity Syllabus" section, which includes the following text:

You must complete this activity by
To receive credit for this activity you must complete all required

The syllabus lists two activities:

- 1 Pre-assessment**
Required Web-based
Progress: In-Progress
Re-Launch
- 2 Performance Evaluation Is Important**
Required Web-based

Click Re-Launch
next to your
selection (the
incomplete module
you want to finish).

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

edison

My Links Select One: Se

My Page HR ELM

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

Travel and Expenses

- Employee Project Center
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Manager Self Service

Component Name: Pre-assessment

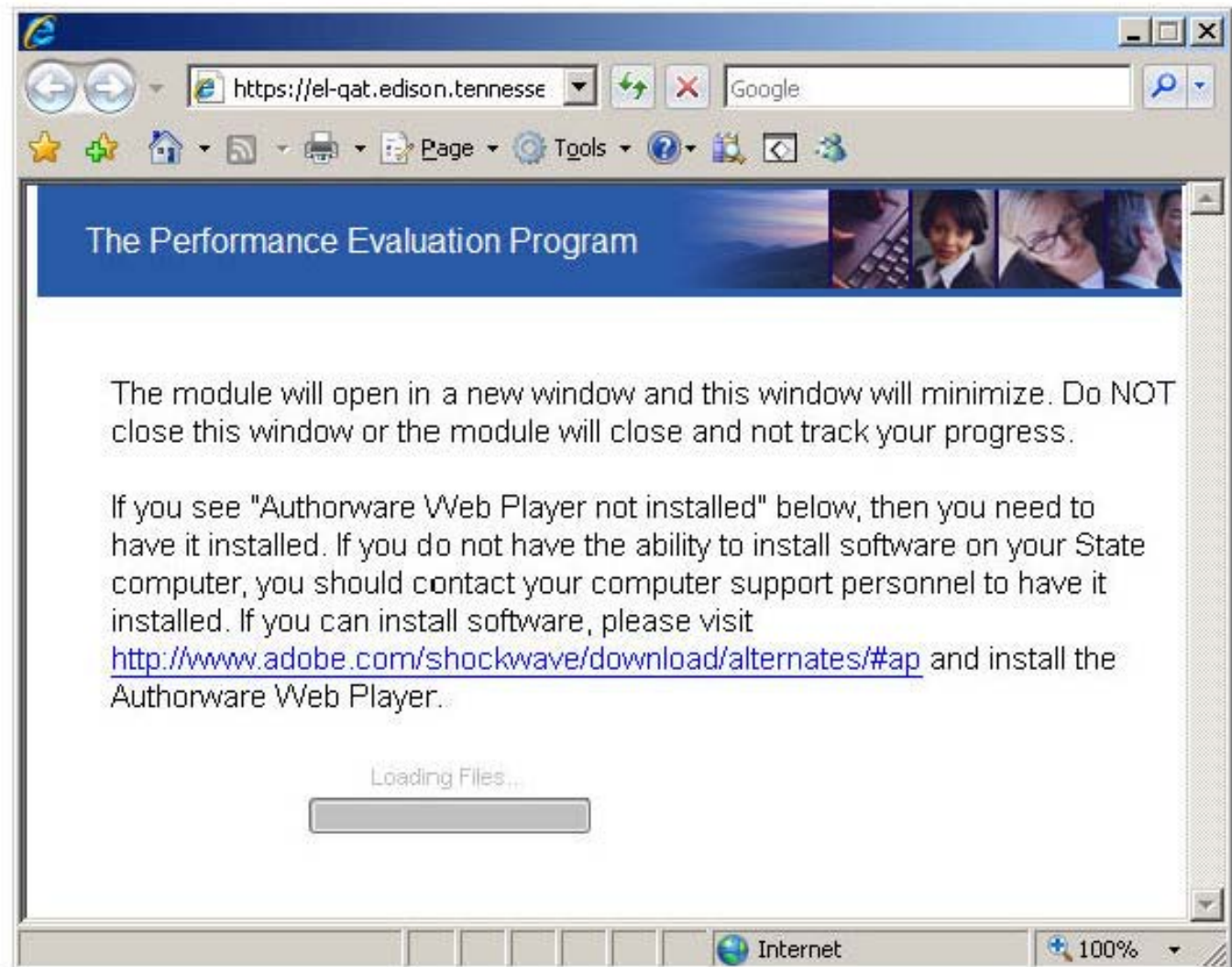
Activity: The Performance Evaluation Program

Table Of Contents

Title	Status	Score
Pre-assessment	In-Progress	Re-Launch

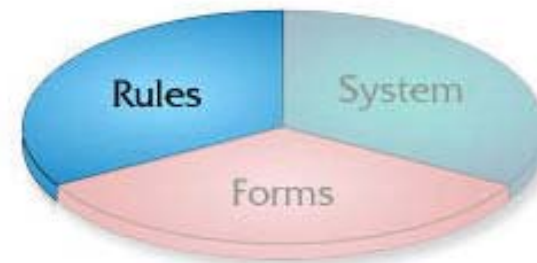
Return To Activity Progress

This screen will pop up every time a module is launched, to inform you that it has to load. Give it a few seconds to load, and then the lesson will open and you can begin.



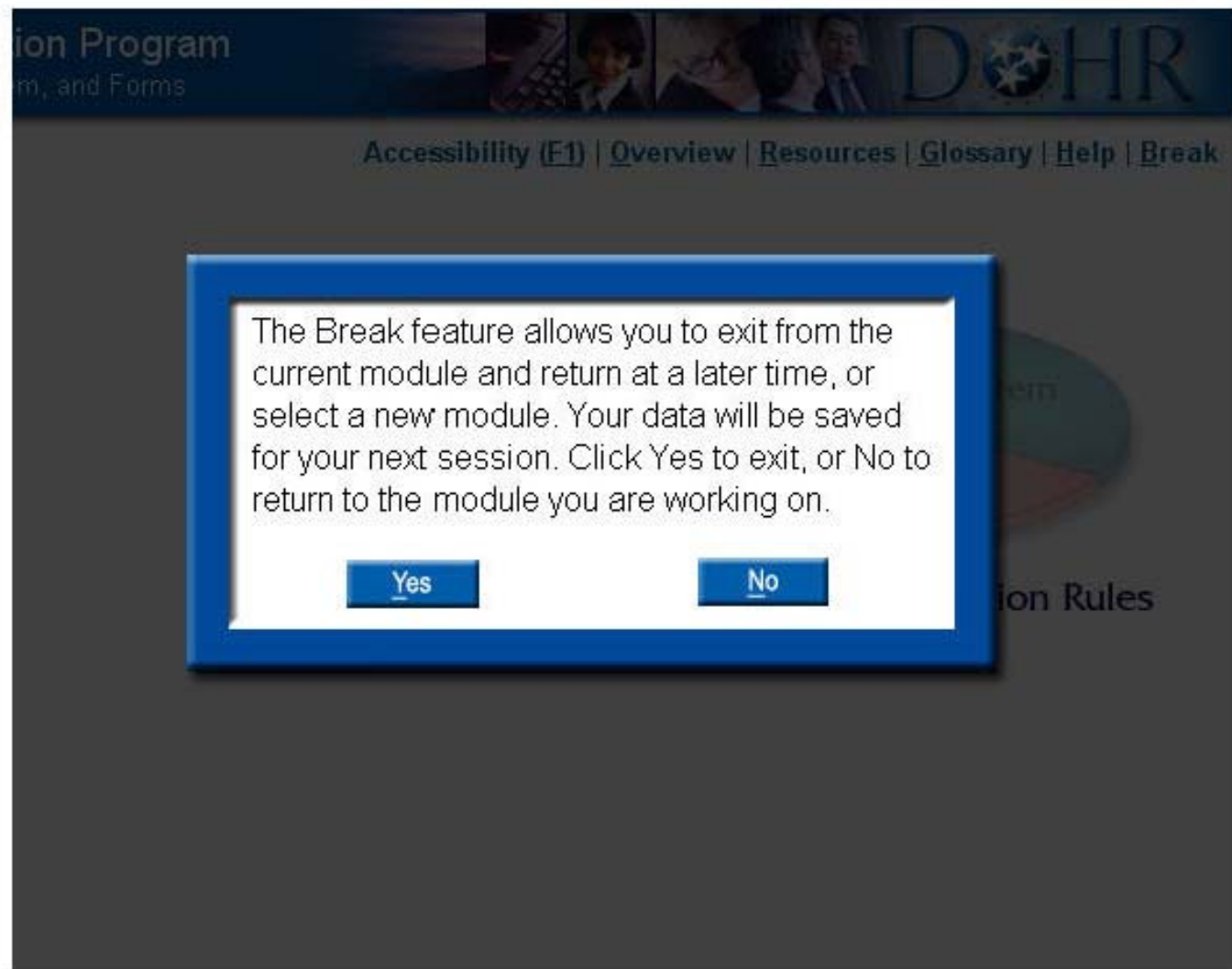
Moving to Another Module

When you have completed a module and you are ready to begin the next, you will need to go to the right hand corner and click the Break button.

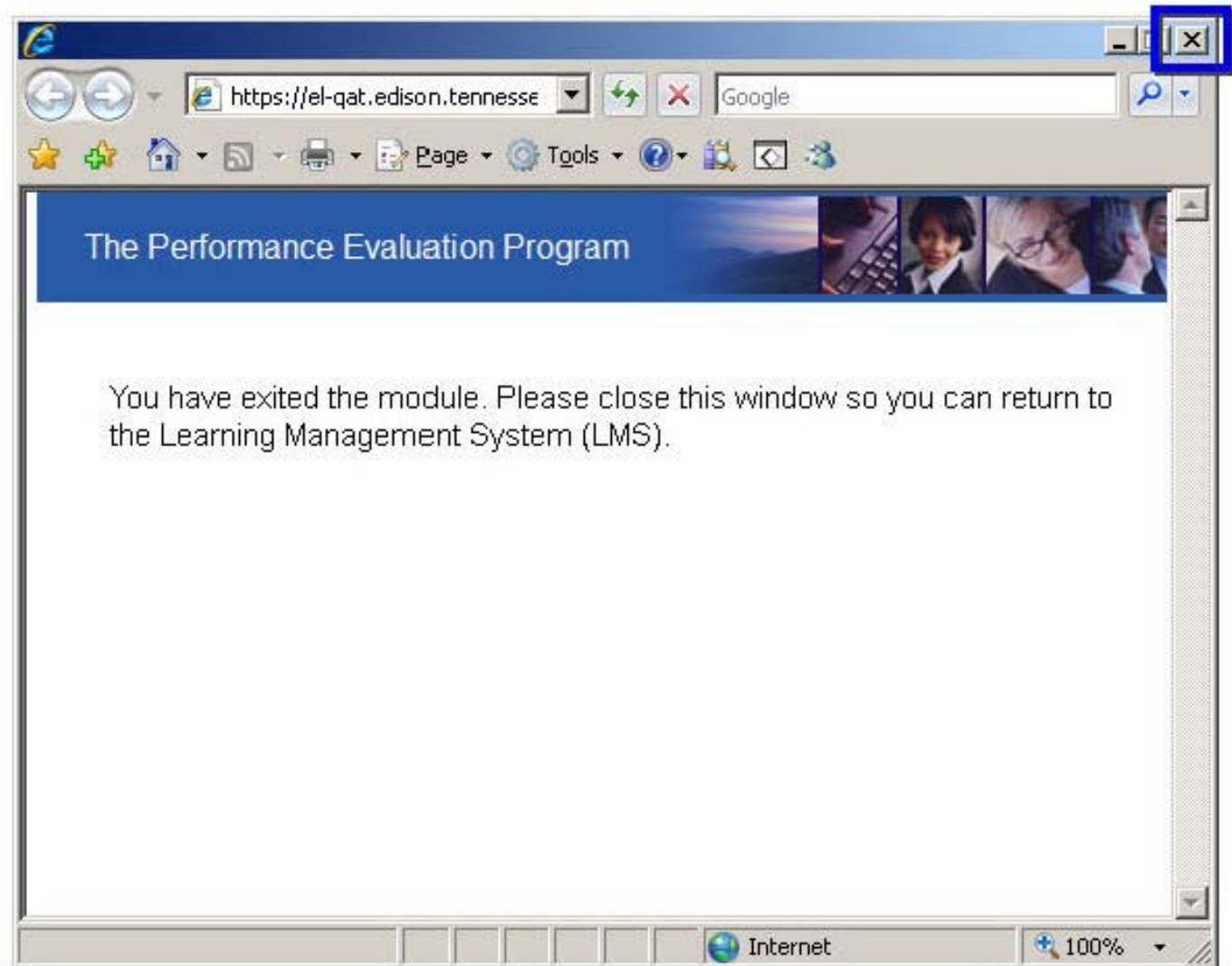


Performance Evaluation Rules

Follow the directions by clicking Yes to exit in order to go to the next module or to quit your session. Click No to return to the module you are working on.



Every time you exit a module, you are asked to close the window by clicking the X button in the top right or by pressing Alt-F4.



You then can go back to the course page to choose the next module. Click Return to Activity Progress.

My Learning - Windows Internet Explorer

https://www.edison.tenn... Google

My Learning

edison

My Links Select One: Se

My Page **HR** **ELM**

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

Performance Management

- Travel and Expenses
- Employee Project Center
- Travel and Expense Center
- TN Complete Employee PCR

Manager Self Service

Component Name: Pre-assessment

Activity: The Performance Evaluation Program

Table Of Contents

Title	Status	Score
Pre-assessment	In-Progress	Re-Launch

[Return To Activity Progress](#)

Select Re-Launch to return to an incompleted module or to review a completed module.

Select Launch to the right of the next module to continue with the on-line course.

The screenshot shows a web browser window titled "My Learning - Windows Internet Explorer". The address bar displays "https://www.edison.tenn...". The page features the Edison logo and a "My Links" dropdown menu. Below the logo, there are three tabs: "My Page", "HR", and "ELM". The "My Page" tab is active, showing a sidebar menu with the following items: "Learning" (expanded), "My Learning", "Search Catalog", "Browse Catalog", "All Learning", "Certification Status", "Learning Objectives", "Supplemental Learning", "Performance Management", "Travel and Expenses", "Employee Project Center", "Travel and Expense Center", "TN Complete Employee PCR", and "Manager Self Service". The main content area is titled "Activity Syllabus" and contains the following text: "You must complete this activity by" and "To receive credit for this activity you must complete all required". Below this, there are two activities listed: 1. "Pre-assessment" (Required Web-based, Progress: Completed) with a "Re-Launch" button, and 2. "Performance Evaluation Is Important" (Required Web-based) with a "Launch" button.

My Learning - Windows Internet Explorer

https://www.edison.tenn...

Google

My Learning

edison

My Links Select One: Se

My Page HR ELM

Learning

- My Learning
- Search Catalog
- Browse Catalog
- All Learning
- Certification Status
- Learning Objectives
- Supplemental Learning

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- Employee Project Center
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Manager Self Service

Activity Syllabus

You must complete this activity by

To receive credit for this activity you must complete all required

1 Pre-assessment Required Web-based Progress: Completed Re-Launch

2 Performance Evaluation Is Important Required Web-based Launch